



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date March 6, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 10 1972 81 MAR 10 1972	
2. Agency Application No. DPS-04-72				3. AGENCY, Division, Subdivision & Administering Office Address Department of Public Safety Georgia State Patrol P.O. Box 1456 Atlanta, Ga. 30301	
4. Person to Contact Lt. Col. L.G. Bell				5. Working Title Rec MGMT Officer	
				6. Tel. No. 627-3531	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1939 - future		9. EXACT SERIES TITLE Warning Tickets File			
10. What function performed resulted in creation of this series This file was created as the result of a member of the Georgia State Patrol cautioning a driver/pedestrian concerning unsafe acts on Georgia highways and roads.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any This file contains a copy of the waring ticket issued to the person committing and unsafe act. This file is maintained at the appropriate Georgia State Patrol Office.					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers					
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s)	
				In Storage Area(s)	
				By Annual Accumulation	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
No enforcement action is taken from this file under normal circumstances.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 6 months ~~1 year~~:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Reference may be required for further action.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER monthly, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area 6 month(s)/ year(s), then:

1 ☒ Destroy.

2 ☐ Transfer to records center; hold year(s), then:

a. ☐ Destroy.

b. ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Reference may be required for further action if unsafe condition not corrected.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>Lt. G. W. Mung</i>	Recommendations prepared by <i>Lt. G. W. Mung</i>	Approved for Division <i>Lewis G. Bell</i>	Record Management Officer <i>Lewis G. Bell</i>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>Lewis G. Bell</i>	Date <i>3-6-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Garrell Hart</i>	Date <i>3-9-72</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Ben W. J. J. J.</i>	Date <i>3-10-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date <i>3-10-72</i>